



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
1421 JEFFERSON DAVIS HWY
ARLINGTON VA 22243

IN REPLY REFER TO

NAVAIRINST 4200.38
AIR-7.2.5
01 Dec 95

NAVAIR INSTRUCTION 4200.38

From: Commander, Naval Air Systems Command

Subj: SIMPLIFIED ACQUISITION AND MICRO-PURCHASE PROCEDURES

Ref: (a) NAVAIR memo 7200.1 AIR-8023/447 of 18 Oct 89
(b) FAR, Part 13
(c) DFARS, Part 13
(d) NAVSUPINST 4200.85C
(e) NAVSUPINST 4200.88
(f) Federal Register/Vol 60., No. 127 of 3 Jul 95

Encl: (1) Office Supplies, Equipment and Supply System
Request (NAVAIR 10460/13)

1. Purpose. To establish policy and procedures within the Naval Air Systems Command Headquarters (NAVAIRSYSCOMHQ) and the Program Executive Offices (PEO's) for setting of requirements, management controls, budgeting and executing simplified acquisition and micro-purchase procedures authority per references (a) through (f). This instruction does not apply to PEO(CU).

2. Background

a. Administrative services or housekeeping funds provide for the day-to-day environment, management, administration, and upkeep of NAVAIRSYSCOMHQ, PEO(A), and PEO(T) in Jefferson Plaza and Crystal Gateway buildings. The housekeeping funds are used for supplies, personal computers, furniture, cleaning services, personnel training, etc. Procurements using administrative services funds should be based on sound business practice and should follow procedures and standards that are consistent with the best of those used elsewhere in the Department of the Navy.

b. The housekeeping account is subdivided into the following major categories:

<u>ITEM</u>	<u>PURPOSE</u>
Printing	Letterhead, Stationery, Command Printing
Equipment Purchases	Purchase, lease, maintenance, and repair of furniture, office machines including calculators, copiers, personal computers, and software



Supplies Office supplies from GSA including copier and facsimile machine supplies, publications, and supplies not through GSA.

Other purchase services Transportation, express mail services, renovation, relocation, janitorial and security systems, graphics, and subscriptions.

Equal Employment Training and activities for Equal
Opportunity Employment Opportunity

Training Administrative training and seminars

3. Policy. Administrative Services and Processes Division (AIR-7.2.5), has small purchasing authority to award delivery orders up to the maximum order limitation on established contracts from government sources of supply; open market purchases accompanied by Blanket Purchase Agreements (BPA's) up to the limit specified, Credit Card call limit up to \$2,500 or Purchase Orders not to exceed \$50,000. Delegations of authority citing limitations to perform the above are from the Assistant Commander for Contracts (AIR-2.0) in the form of a Certificate of Appointment, Standard Form 1402-101. Such requirements that exceed the limitations of the Property Management Branch (AIR-7.2.5.3), shall be routed to AIR-2.5 for processing. If AIR-2.5 cannot process said document, the document will be forwarded to the Naval Regional Contracting Center (NRCC), Code PA1, Bldg 200, Washington Navy Yard, phone 202-433-4291. A completed Request for Contractual Procurement - NAVCOMPT Form 2276 must accompany each requirement sent to NRCC for processing.

4. Definitions

a. Simplified Acquisition. An acquisition of supplies or services in the amount of \$50,000 or less. Procedures in references (a) through (f) apply.

b. Credit Card Order. Purchases made by credit card (IMPAC) holders for supplies or services in the amount of \$2,500 or less against established contracts or with established sources of supply.

c. Delivery Order. An order for supplies or services placed against an established contract or with government sources of supply. Mandatory government sources of supply are listed in

order of priority as follows:

- (1) Defense/Federal Supply System for material assigned a National Stock Number (NSN) unless exempted by DFARS 208.7003-1.
- (2) Excess personal property from other agencies.
- (3) Federal Prison Industries
- (4) National Industries for the Blind or other Severely Handicapped.
- (5) Federal Supply Schedules

5. Procedures. Requests for small purchasing must be forwarded to Property Management Branch (AIR-7.2.5.3) by Office Supplies, Equipment and Supply System Request, NAVAIR Form 10460/13. The form must provide the following information as a minimum:

a. Purchase request describing in detail the supply or service, with estimated cost and a general description for full and open competition.

b. Certification and chargeability of funds cited and signed by the NAVAIRSYSCOM code responsible for its disbursement. Some of these codes are (i) AIR-7.2.A for Federal Information Processing (FIP) Resource funding; (ii) AIR-7.6.2 for Special Project funding or (iii) AIR-7.2.5 for supplies and services for general administrative upkeep of Command. Commitments and obligations will be immediately recorded in Standard Accounting and Reporting System (STARS). No request form shall be given to a purchasing agent for processing without certification of funds availability, signed by the funds authorizing official. AIR-7.6.2 will obtain certification for payment per reference (a).

c. Adequate justification as to the need and urgency.

d. Sole source justification if brand name or sole source is required.

e. Approval and concurrence from the group administrative officer.

f. Prior approvals must accompany specialty requirements as follows:

- (1) Administrative Services and Processes Division (AIR-7.2.5) for visual information equipment, copiers, filing

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equipment and space modifications.

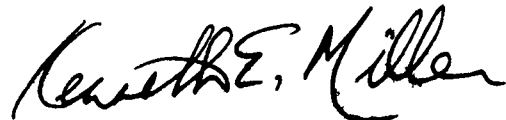
(2) Information Resources Management Division, (AIR-7.2D) for all (FIP) requirements which includes both computer and telecommunications systems for Life Cycle Management documentation and by AIR-7.2A for availability of existing (FIP)s in stock.

(3) Security and Law Enforcement Program Office (AIR-7.4.3) for combination or lock changes and five or more keys made for an office.

g. General cut-off dates for fiscal year for request are as follows: under \$2,500, 15 September; over \$2,500, 1 September and maintenance renewals, no later than 1 September.

h. Determination for use of Credit Card will be made by the approving official in each directorate, and will be used for items not normally stock at NAVAIRSYSCOM.

6. Form. Office Supplies, Equipment and Supply System Request (NAVAIR-10460/13 is available from the Forms Room, JP2, Room 230.



Distribution: FKA1A (established quantity)
SNDL: FKA1A (Deputy Commanders, Assistant Commander, Comptroller, Command Special Assistants, Designated Program Managers, Directorate Directors, and Office and Division Directors)

Copy to: (2 copies each unless otherwise indicated)
SNDL: C21 (1 copy); FKA1A AIR-7.5 A/L (1 copy), AIR-7.2.5.4 (20 copies), AIR-7.2.5.2 (5 copies), Originator's Code (5 copies)

Stocked: NAVAIRHQ (AIR-7.2.5.4)

OFFICE SUPPLIES, EQUIPMENT AND SUPPLY SYSTEM REQUEST (Not Available through GSA Customer Supply Service Center)				(1) Request Control No. _____ Date Received _____			
(2) From (Code)	(3) Signature, Point of Contact	(4) Typed Name, POC		(5) Bldg/Rm.	(6) Telephone	(7) Date of Req.	
(8) Item Number	(9) Description (Must give good description and specifications)		(10) Office Use Only	(11) Quantity	(12) Unit of Issue	(13) Unit Cost	(14) Total Cost
(15) Recommended Source Supply (Company: POC, Address, Tel. No., Catalog and Page: — If Available)							
(16) Justification (If this is renewal, indicate last years contract number.)							
(17) Enclosure(s)							
(18) Accounting Appropriation (If funds are being provided)							
(19) Delivery Address				(20) Approving Official (Title and Signature)		(21) Date Signed	
FOR OFFICIAL USE AND AS DIRECTED LATER							
Date Req. Clkd In.		Buyer Req. Assigned				Date Assigned	
Vendor Order Sent To				Purchase, Delivery and Call Number(s)			
ACKNOWLEDGEMENT/FOLLOW-UP				RECEIVING DOCUMENTATION			
To (POC)		Expected Delivery Date		Receiving		Partial	
Reasons for Delay Checked Below (Allow extra time for orders exceeding \$5,000)				Signature			Date
Back Ordered				Originator		Partial	
Advertised				Signature			Date
Lack of Funding							Date